

The Arkansas Department of Education

Licensure & Induction for Public School Teachers and Administrators:

A Reference Handbook

Office of Professional Quality Enhancement

Office of Professional Licensure

ADE LICENSURE REFERENCE HANDBOOK¹

PART A

Office of Professional Quality Enhancement

#4 Capitol Mall, Room 405-B
Little Rock, AR 72201
501.682.5535
501.682.5118 fax

- Non-Traditional Licensure program (501.682.4375; fax 501.682.4382)
- Induction for Teachers: Pathwise Mentoring (501.682.5763)
- Induction for Administrators (501.682.9850)
- Praxis III Performance Assessment (501.683.3160)
- Validation for licensure assessments such as the Praxis series (501.682.1146)
- Coordination of the National Council of Accreditation of Teacher Education (NCATE) accreditation cycle (501.682.1146)
- Management of National Board for Professional Teaching Standards (NBPTS) program (501.682.1146)
- Federal Title II Teacher Preparation Program reporting requirements (501.682.4589)

Web address: <http://arkedu.state.ar.us/teachers/index.html#traditional>

PART B

Office of Professional Licensure

#4 Capitol Mall, Room 107-B
Little Rock, AR 72201
501.682.4342
501.682.4898 fax

- Issue and renew Arkansas teacher and administrator licenses
- Review of criminal background checks
- Provide assistance with investigating licensure violations
- Evaluate educational records
- Maintain the official historical database on all licensed educators in Arkansas

Web address: <http://arkedu.state.ar.us/teachers/index.html#traditional>

¹ August, 2003

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Part A Professional Quality Enhancement

1. Introduction

Believing that higher standards are needed for both schools and educators, the State Board of Education adopted the following standards for licensure of all teachers and administrators. [A new licensure process was instituted in January of 2002 and the license preparation programs reflect these standards.](#)

A. Teacher Standards

- i. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches, can create learning experiences that make these aspects of subject matter meaningful for students and teaches in a manner that links the discipline(s) to other subjects.
- ii. The teacher plans curriculum appropriate to the students, to the content, and to course objectives.
- iii. The teacher plans instruction based upon human growth and development, learning theory and the needs of students.
- iv. The teacher exhibits human relations skills that support the development of human potential.
- v. The teacher works collaboratively with school colleagues, parents/guardians and the community to support students' learning and well-being.

B. Administrator Standards

- i. The administrator demonstrates leadership that provides purpose and direction for greater student achievement.
- ii. The administrator has the skills to implement plans of action efficiently and effectively for greater student achievement.
- iii. The administrator creates a secure environment that is conducive to greater student achievement.
- iv. The administrator gathers information from, and communicates effectively to, students, parents, staff, the community, and the media to facilitate greater student achievement.
- v. The administrator understands the importance of a clear vision and explicitly stated philosophy in shaping a coherent curriculum and in creating an effective school.
- vi. The administrator makes systematic use of data to assess the needs and accomplishments of students and staff.

2. Teacher and Administrator Licensure

A. Teacher Licensure

i. Types of licenses

- a. Non-traditional (NTL) Provisional**
 - 1. This is a two-year, non-renewable license that allows a participant to teach while enrolled in the Non-traditional Teacher Licensure program.
- b. Initial**
 - 1. This is the first license issued upon completion of a teacher preparation program.
 - 2. It is a three-year license during which time the teacher participates in Induction. The capstone of which is the Praxis III Performance Assessment.
- c. Standard**
 - 1. This is a five-year, renewable license.
 - 2. It is issued upon successful completion of Induction and passing Praxis III.
 - 3. It is renewable upon completion of requirements described in Rules and Regulations.

ii. Preparation programs

- a. Traditional** - Traditionally prepared novice teachers are those who completed a College or University-based teacher preparation program. Upon application to the Office of Professional Licensure they receive an Initial Teaching License that is valid for not less than one, and not more than three years. The Induction period begins when these teachers secure employment in a school, cooperative, or agency that requires an Arkansas Teaching License.
- b. Non-traditional** - Non-Traditionally-prepared novice teachers are those who are fully admitted to the Department of Education Non-traditional Teacher Licensure (NTL) program and hold the NTL Provisional Teaching License.

Any licensed teacher who has less than one year of teaching experience receives mentoring support during the first year of teaching.

For application procedures, or to ask additional questions, please contact the Arkansas Department of Education, Office of Professional Licensure at 501.682.4342.

B. Administrator Licensure

- i. Building Level – Principal, Assistant Principal, or Vice Principal**
 - a. Initial License**
 - 1. must hold current standard teaching license with four (4) years teaching experience (at least three (3) at the level of license sought)
 - 2. must hold a Graduate Degree or have completed a Program of Study (inclusive of a portfolio development and review and an internship) based on the AR Standards for Licensure of Beginning Administrators

- ### 3. Novice Teachers

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satisfaction and higher retention rates for the profession. The ultimate benefit of this new direction is better education for Arkansas' students.

A. Teacher Induction Process and Procedures

Mentoring is the first phase of Induction. It is designed to provide a novice teacher in his or her first year as teacher of record mentoring support throughout the Initial license period². It is used as a framework for providing formative feedback for novice teachers. Novice teachers are paired with a Pathwise certified mentor from their date of hire. The purpose is to develop the professional skills of the novice teacher and prepare him or her for the state-mandated Performance Assessment. This capstone experience is the Praxis III, which must be successfully completed in order to obtain a standard five-year teaching license.

- i. Pathwise trained mentors are assigned to novice teachers for the induction period. At the time of this printing (Summer, 2003) School Districts receive \$2,000 per mentor pair (\$1200 is a mentor stipend; and \$800 is used for approved professional development activities or materials for the novice teacher). The novice teacher, in conjunction with the mentor, will determine when the candidate is ready for the P III. Novice teachers who successfully pass the P III will receive the standard five-year licensure. All others may require mentoring for a second or third year.
- ii. The mentor and novice teacher will meet a minimum of two hours every two weeks.
- iii. All novice teachers must participate in Pathwise classroom observations conducted by the assigned Pathwise certified mentor, and complete all necessary planning and documentation.
- iv. A professional development plan (PDP), focused on student achievement, must be drafted for the novice teacher, and must target any identified areas of weakness in the teaching performance. More than one PDP may be developed during the academic year. This process is done as a combined effort of novice teacher and Pathwise certified mentor.
- v. All novice teachers must participate in all district led mentoring activities.
- vi. Guidelines can be found at <http://arkedu.state.ar.us/teachers/index.html#Mentoring>

B. Pathwise Certified Mentors

i. Mentor Guidelines

Master teachers and recently retired educators may serve as mentors. Administrators who conduct employment evaluations may not serve as mentors.

² The Initial license period is the time from issuance of the Initial license through passing the Performance Assessment (must be within three years).

The following table indicates the characteristics of successful mentors.

Knowledge of	<ul style="list-style-type: none"> - research-based effective teaching strategies - instructional effectiveness - available resources and professional development opportunities
Demonstrated skills	<ul style="list-style-type: none"> - the area of professional competence - effective verbal and nonverbal communication - interpersonal traits of caring, kindness, and understanding
Documentation	<ul style="list-style-type: none"> - three years or more of successful teaching experience - recommendation from the principal - recommendation from a colleague
Abilities	<ul style="list-style-type: none"> - model effective teaching strategies - work in a collaborative manner - maintain confidentiality - manage time effectively

ii. **Mentor Responsibilities**

- a. successful completion of Pathwise Mentor training,
- b. identify candidate's strengths and weaknesses and assist in the development of the candidate's PDP,
 1. two teacher observations during the first semester (of the first year),
 2. one teacher observation during the second semester,
 3. appropriate observations thereafter,
- c. schedule at least two hours every two weeks with the novice teacher;
- d. assist with procurement of resources (both human and material),
- e. identify appropriate professional development opportunities,
- f. assist novice teachers in preparation for the Praxis III Performance Assessment,
- g. submit copies of all documentation required by the School District,
- h. attend all district-wide Pathwise meetings, and novice teacher performance assessment,
- i. maintain confidentiality (*It is not appropriate for mentors to share information with an administrator about a novice teacher's classroom performance under the Pathwise Mentoring model unless the safety and welfare of the students in that teacher's classroom are in question*).

iii. **Mentor Training**

Pathwise mentor training is available to all licensed personnel. A certified Pathwise trainer must offer pathwise Mentor training. Two and one-half days of training are required to become certified as a Pathwise mentor³. The Pathwise system contains research-based criteria and scoring rules that can be used for all grade levels, classroom structures, and content areas.

³ An additional day of training and a passing score on the Observer Proficiency Test for Trainers are required to become a trainer of Pathwise mentors.

C. **District, Administrator, and/or Project Director Responsibilities**

School districts play a significant role in the induction of novice teachers. The climate and the support provided by administrators for novice teachers and Pathwise certified mentors are crucial to a successful Induction period. Knowledge of the induction process and support of the novice teacher are vital to the success of this experience. Every Arkansas public school, or agency that employs novice teachers has developed an ADE-approved mentoring plan. Information about mentoring plans may be obtained from the Office of Professional Quality Enhancement at ADE (501.682.5763) or at the website <http://arkedu.state.ar.us/teachers/index.html#Mentoring>.

i. **School Administrators**

- a. verify that Novice Teachers are appropriately licensed and are employed as the official teacher of record
- b. assign novice teachers to classes within their licensure areas,
- c. oversee the match of novice teachers to Pathwise certified mentors;
 1. ideally mentors and novice teachers in the same building
 2. ideally one novice teacher per mentor
- d. ensure that the Pathwise certified mentor and the novice teacher are provided with at least two hours every two weeks of meeting time (if a substitute is required, the novice teacher's professional development funds may be used to cover the cost).

Note: It is recommended that administrators become trained in the Pathwise mentoring model in order to become knowledgeable of the process.

Administrative costs (e.g., fringe benefits or employee match) are NOT included in the Induction funding. These are the responsibility of the school districts.

Days associated with Pathwise Mentor training, Praxis III Assessor training or Praxis III Performance Assessments should be counted as professional leave days.

Important: The Pathwise observational assessment data may not be used for employment evaluation or hiring purposes by the school district. It is not appropriate for Pathwise certified mentors to share information with an administrator about a novice teacher's classroom performance under the Pathwise Mentoring/Classroom Observation System unless the safety and welfare of the students in that teacher's classroom are in question.

ii. **Project Director**

- a. is district-appointed and Pathwise trained, and oversees the administration of the Induction program;
- b. should assign mentors early in the school year, and in proximity to each other;
- c. should make certain that any new hires during the school year are matched with a Pathwise certified mentor and that ADE is notified of the match within two weeks (Funding for the mentor pairs will be distributed upon receipt of this information.);

- d. plans a thorough orientation early in the year for novice teachers and their mentors;
- e. is aware that the mentor reporting form is available via Director's Memo each August;
- f. returns the *Novice Teacher / Beginning Administrator Pair Reporting Form* to ADE by September 15, on an annual basis (Funding for the mentor pairs are distributed based upon this information.);
- g. submits any necessary amendments to the approved District Mentoring Plan annually;
- h. is aware that Pathwise is an observation system not to be used for employment evaluation or hiring purposes by the school district;
- i. works with the building administrator to:
 - 1. assign mentors to novice teachers, considering
 - subject(s) taught,
 - grade level,
 - common planning time, and
 - location of classrooms in the building.
 - 2. ideally assign only one novice teacher to each mentor,
- j. maintains confidentiality;
- k. monitors and ensures the quality of the induction process;
- l. submits the END-OF-YEAR BUDGET REPORT to the Office of Professional Quality Enhancement within 30 days of the last day of school;
- m. provides Pathwise informational meetings for mentors and novice teachers;
- n. provide Praxis III Orientations for mentors and novice teachers.

D. **Praxis III Performance Assessment**

The Praxis III Performance Assessment is the capstone experience to Induction designed to assess novice teachers in their own classroom settings.

Praxis III uses three data-collection methods.

- Direct observation of classroom practice
- Written descriptions of the students' demographics, and learning objectives
- Interviews that are structured around the classroom observation

Novice teachers are required to attend a Praxis III (P III) orientation session. All directives of ADE in preparing for and completing P III must be followed. The traditionally trained novice teacher is to take the P III during the second semester of the first year of teaching. NTL Candidates may apply for P III during the first or second semester of the **second** year of teaching. If the novice teacher does not pass P III, a score report outlining areas of weakness will be sent to the teacher. P III may be retaken after six (6) months from the prior performance assessment date.

Important: Regular classroom aids are the only personnel allowed in the novice teacher's classroom during the P III Assessment. Administrators will:

- provide a quiet place for the Assessor to meet with the novice teacher on day of the P III Assessment,

- provide coverage for novice teacher's classroom during the Praxis III pre-observation and post-observation interviews,
- sign-off on the *Application to Schedule Praxis III Performance Assessment* that registers novice teachers for the P III Assessment.

Assessors may not share any information with anyone regarding the Assessment.

i. Praxis III Procedures

- Novice Teachers** must pass the Praxis III Performance Assessment in order to convert to a Standard Teaching License. When ready to schedule the assessment (after consultation with your mentor and building principal) the candidate must:
 - file an Application to Schedule Praxis III** with the Arkansas Department of Education, and
 - fill out the Candidate Profile on the website.**

These two steps must be completed before an assessor can be assigned.

- At the website, the candidate will **click on the "Application" button** to load the application on the computer screen. **Print the form; complete it; and send (mail or fax) the hard copy** to the Arkansas Department of Education. The name and address are on the form.
- Click on the "STARS" button** to load the **Candidate Profile** information into the online database.
 - UserID is Social Security # (no spaces, no dashes; for example, **987654321**).
 - Password is First initial of first name (UPPERCASE), First initial of last name (UPPERCASE) and last 4 digits of SS#, no spaces. For example, John Smith, SS# 987654321, would be **JS4321**. The candidate is immediately asked to change the password, and would then enter candidate profile information.
NOTE: An error message may indicate the database is not pre-loaded. In this case, contact the Performance Assessment Program Advisor at ADE.
- After the application and candidate profile are completed, an Assessor will be assigned who will contact the candidate to schedule the assessment.
- The Assessor then contacts novice teacher to arrange a mutually convenient time for the assessment.
- Novice teacher receives confirmation letter from the Assessor, confirming the date and time of the assessment. A copy is sent to the school principal and to the ADE.
- Novice teacher prepares for Assessment by completing the Class Profile and Instructional Profile. Novice teacher places two copies of each completed document in school office at least one hour prior to the pre-observation interview.
- On the day of the Assessment:
 - Documentation review. Assessor arrives at school at least 30 minutes prior to pre-observation interview and retrieves (from the school office) the Class Profile and Instructional Profile (2 copies) for review.
 - Pre-observation interview. This interview takes place between novice teacher and Assessor in a quiet location (30-60 minutes).

3. Classroom observation. Assessor observes candidate teaching a lesson for ideally a minimum of 35 minutes, and no more than 60 minutes.
 4. Post-observation interview. This interview takes place between the novice teacher and Assessor in quiet location (30-60 minutes).
 5. Exit. The Assessor leaves the school and does not supply feedback to the novice teacher, mentor teacher or principal regarding the assessment.
- h.** Following the Assessment visit:
1. Assessor completes and submits the Record of Evidence to the ADE based on all of the data gathered using standard P III scoring rules.
 2. ADE determines the results, and sends the results directly to novice teacher.
NOTE: Building administrators, mentors, district administrators and P III Assessors are not notified of assessment results.
- i.** Upon successful completion of P III, the novice teacher is issued the five-year Standard license from the Office of Professional Licensure.
- j.** If the Assessment is not passed, the novice teacher will be issued a score report indicating areas needing continued growth and formative feedback. The novice teacher will be allowed to re-take the Assessment no sooner than six months from the prior assessment date.
- ii. Assessor Criteria and Requirements**
- a.** Pathwise trained
 - b.** Three years of successful teaching/educational administration or program administration experience
 - c.** A 2-page resume to include biographical information, educational background, teaching experience, related work experience, professional organizations, committee work (district and state level), honors and awards, and other pertinent activities
 - d.** Two letters of recommendation outlining the candidate's qualifications for the position
 - e.** Participation in re-calibration of evaluative skills to maintain legal defensibility of licensure decisions
 - f.** Access to a home- or off-worksite computer, and experience with copy-and-paste from one document to another
- iii. Assessor Training**
- The P III Assessor training is six and one-half days, which include:
- a.** one-half day of orientation
 - b.** four days (usually two weekend days) training on assessment evaluation
 - c.** one day of review
 - d.** one day of testing.

P III Assessor Training is offered through the Office of Professional Quality Enhancement at ADE. Applications are to be submitted to ADE, Office of Professional Quality Enhancement, ATTN: Performance Assessment Program Advisor.

4. Beginning Administrators

A. Administrator Induction Process and Procedures

Administrator Induction is designed for Beginning Building Level and Curriculum/Program Administrators who hold an initial license, or who are employed under an ALCP. Induction for Beginning Building Level and Curriculum/Program Administrators includes:

- i. mentoring provided by a experienced licensed administrator who is trained in the state adopted mentoring model
- ii. state-funded support for approved professional development.

During the time of Induction, beginning administrators must also successfully complete the state-mandated assessment (currently the School Leader Licensure Assessment - SLLA).⁴

B. Mentors

- i. Qualifications – An Administrator Mentor is a licensed administrator trained in the state-adopted mentoring model.
- ii. Training
 - a. Mentor participates in a two-day training at the beginning of the school year
 - b. Beginning Administrator participates in
 1. one two-day training
 2. one Fall regional follow-up training
 3. one Spring regional follow-up training
- iii. Funding
 - a. Mentors are assigned to Beginning Administrators for the induction period. At the time of this printing (Summer, 2003) School Districts receive \$1200 per Beginning Administrator/Mentor pair (\$400 is a mentor stipend; and \$800 is used to pay for approved professional development activities for the Beginning Administrator).
 - b. Beginning Administrators receive reimbursement for one-half of the cost of the state-mandated assessment.

⁴ Candidates for District Administrator (superintendent, assistant superintendent) take the School Superintendent Assessment (SSA) but do not participate in Induction.

5. Non-Traditional Route to Teacher Licensure (NTL)

**Arkansas Department of Education
Non-Traditional Licensure Office**
623 Woodlane, Little Rock, AR 72201
phone 501.371.1580, fax 501.682.4382

The Non-Traditional Licensure (NTL) program is an alternative route to teacher licensure, administered by ADE, which allows candidates to be employed as a classroom teacher while completing the program.

- The program is a two-year preparation track.
- Individuals must hold a bachelor's degree or higher, and must have passed the state mandated assessments (see *Assessment Requirements*).
- Candidates attend two (2) two-week summer sessions (one each year) and seven Saturday training sessions per school year.
- Non-traditional participants are assigned a Pathwise certified mentor while teaching in their school district.
- Upon successful completion of the program, participants receive an Initial teaching license.

Assessment Requirements

Applicants must successfully complete the Praxis I Basic Skills tests (Reading, Writing, Mathematics) and Praxis II content knowledge assessment(s) for the desired licensure area (same required of all candidates entering the teaching profession) before admission into the program. All tests scores must be less than three years old. If the candidate holds a Master's Degree or higher, a graduate assessment (e.g., GRE, GMAT) may be substituted for the Praxis I. (Candidates complete Praxis II: *Principles of Learning and Teaching* or the content area pedagogy tests during their second year of teaching.)

Admission

The following documents must accompany a completed NTL application form. An application may be obtained at <http://arkedu.state.ar.us/teachers/index.html#Traditional>.

- Official transcript(s) with degree(s) posted, demonstrating a bachelor's degree or higher from each accredited college or university attended. Out of country transcripts must be evaluated prior to application by an independent in-country evaluation agency. Academic credentials must be documented as being equal to a bachelor's degree or higher from an accredited U.S. college or university.
- Passing score-reports from Praxis I (Basic Skills Tests) and Praxis II subject-specific, content area tests.
- Summary of work history (resume).
- Three letters of professional reference.
- The written assignment on the back of the application (to be completed in longhand).

Participant Selection

The NTL office conducts a review of the admission documents and arranges for an admission interview with qualified candidates. For applicants deemed eligible for admission, an orientation session is scheduled. The following materials are due at orientation:

- Proof of completed Criminal Background Checks
 - The Employment Eligibility Letter will not be issued unless the Arkansas and FBI background checks have been cleared.
- Program fee payment
 - currently \$750

Provisional Licensure

First year

Participants are issued a two-year NTL provisional teaching license. Program participants who are unable to secure a regular position as teacher of record during the first year ARE allowed to participate in the first year training so long as they substitute teach for a minimum of 120 days. However, candidates are not allowed to continue training during the second year unless they are appropriately employed as the teacher of record. Participants teaching Early Childhood, Middle Childhood and Social Studies must provide college transcripts of required coursework before teaching in the second year of the program.

Second year

Participants who successfully complete first year requirements are eligible to retain their provisional teaching license. To be eligible for second year participation, candidates must verify employment as teacher of record for that second school year, pay the training fee, and continue active participation in the NTL training (if required) and the school-based Pathwise mentoring program.

Training

Each NTL program participant develops an individualized training program comprised of modules identified as necessary knowledge and skills needed for new teachers to be successful in the classroom. Training modules are offered during summer and weekend workshops and may span the course of two years depending on the needs of the new teacher.

- The training modules cover four broad areas of learning: a) Standards, b) Assessments, c) Accountability, and d) Professional Knowledge. These four areas are also key components of the mentoring model that is used for all new teachers.

Note: Attendance at ALL required trainings is MANDATORY.

Mentoring

Each NTL participant has an assigned site-based, trained mentor to provide support and guidance during the entire two-year program. Each mentor has been identified by the employing school district as a master level teacher, who wishes to serve in the capacity of a mentor. Each mentor has successfully completed Pathwise mentor training and is

thoroughly schooled in the day-to-day application of the mentoring principles and support process for the new teacher.

NTL Licenses

The following **Areas and Levels of Licensure** are available through the NTL program. Licensure **endorsement areas are NOT available** through the NTL program.

License Area	Level
Agriculture	4-12
Art	P-12
Business Education	4-12
Drama/Speech	P-8 7-12
Early Childhood <i>AR History Course required</i> <i>Teaching Reading course required</i>	P-4
English (<i>includes Journalism</i>)	7-12
Family & Consumer Sciences	4-12
French	P-12
Industrial Technology	4-12
Life / Earth Science	7-12
Marketing Technology	4-12
Math	7-12
Middle Childhood English – Language Arts / Social Studies <i>AR History Course required</i>	4-8
Middle Childhood Math / Science <i>AR History Course required</i>	4-8
Music (Vocal, Instrumental)	P-8 7-12
Physical / Earth Science	7-12
Physical Education, Wellness & Leisure	P-8 7-12
Social Studies (<i>AR History Course Required</i>)	7-12
Spanish	P-8 7-12

NTL Calendar

Application and Registration

January	Submit completed application forms and all required documentation to the NTL office (including passing all Praxis I, and Praxis II Content). Complete the required Criminal Background Check process.
March – June	Candidate applications are reviewed. Candidate is notified of program admission. Interview and Orientation session are scheduled.

Year One

Summer	Pay program participation fee. Attend two weeks of NTL program workshops. Secure employment as teacher of record or substitute teacher. Employment Eligibility Letter (signed by superintendent) is returned to NTL office upon employment. Employing school district assigns mentor and submits documentation to NTL program office. Begin teaching with two-year NTL provisional license.
September	First of seven monthly workshops.
April	Apply for second year of program with employment letter from school district.

Year Two

Summer	Pay program participation fee. Participate in required NTL training. Secure or continue employment as teacher of record. Employment Eligibility Letter (signed by superintendent) is returned to NTL office upon employment. Employing school district assigns mentor and submits documentation to NTL program office. Continue teaching with NTL provisional license.
September	First of seven monthly workshops.
Late Fall	Praxis II - Principles of Learning and Teaching or Content Pedagogy
Spring	Praxis III Performance Assessment (encouraged, not required)

6. National Board for Professional Teaching Standards

Legislation⁵ was enacted in 1997 that encourages teachers to participate in and complete NBPTS (National Board for Professional Teaching Standards) by authorizing the Department of Education to pay full tuition and incentive bonuses. Its purpose was to:

- establish high and rigorous standards for teachers,
- promote quality teaching to improve student learning,
- recognize exemplary teachers, and
- encourage talented educators to remain in building level instructional positions.

Arkansas pays the initial applicant fee for eligible candidates, and if necessary, one retake fee (as funds are available). The state also provides a minimum yearly incentive bonus for the ten-year life of the certificate. A building level principal or assistant principal may receive the bonus incentive as long as they became certified while a full-time classroom teacher and meet other legal requirements for receiving the bonus.

Basic Requirements for candidacy to NBPTS

- Attendance at an ADE-sponsored or endorsed NBPTS orientation session
- Three or more years of classroom teaching in an Arkansas public school
- Current classroom assignment according to Act 1060 of 2001, Section 1(a)(1)
- Graduation from an accredited college or university
- Possession of a valid Arkansas standard teaching license
- Commitment to support the cost of retake entries if state funding is not available and/or to repay state funds expended on the candidate's behalf if certification does not occur
- Existence of a suitable NBPTS certificate area
- No previous funding from any state for National Board candidacy

Fee Assistance and Starting/Yearly Bonus

The Arkansas General Assembly appropriated funds to pay the application fee if an applicant is accepted for support through ADE. The applicant is also allowed three days of paid leave to work on the portfolio. The decision about whether to pursue state support for NBPTS certification should be based on careful consideration of material found at the following two websites: www.nbpts.org, and http://arkedu.state.ar.us/teachers/national_board_cert_p1.html. This second site contains information regarding the amount of the starting and yearly bonus.

Questions and messages about NBPTS candidacy and other related issues could be shared at the AR National Board listserve (<http://list.k12.ar.us/mailman/listinfo/nbpts>). Interested educators are encouraged to join.

Questions about the National Board process may be directed to the National Board Program Advisor at 501.682.5535.

⁵ Act 1060 of 2001, and Act 1803 of 2003

Part B Professional Licensure

- **Location/Address**

Professional Licensure is located directly behind the state capital in the Arch Ford Education Building, at #4 State Capitol Mall, rooms 106B and 107 B.

Mail should be addressed to: Arkansas Department of Education
 Professional Licensure
 # 4 State Capitol Mall
 Room 106B or 107B
 Little Rock, AR 72201

Office Hours

8:00 a.m. thru 4:30 p.m.

Phone Number

501.682.4342

Fax Number

501.682.4898

- **ADE Web Address**

<http://adeweb> → Dept. Web Page → Teacher Licensure → scroll to desired topic.

- **Web Address for Accessing Licensure Information**

General licensure information on teachers/administrators may be accessed at the following web address: www.ar4u.state.ar.us/aplslogon.html. Follow instructions found on p. 22.

- **Unit Coordinator**

Ron Tolson (rtolson@arkedu.k12.ar.us)

- **Unit Supervisors**

	Areas of Responsibilities	E-mail Address
Rita Hampton	Renewal/ Reciprocity	rhampton@arkedu.k12.ar.us
Lavell Brack		lbrack@arkedu.k12.ar.us
Margaret Zollar		mzollar@arkedu.k12.ar.us
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Pat Brandt	Administrator Licensure	pbrandt@arkedu.k12.ar.us
Clara Toney	Background Checks / Electronic Records Management	ctoney@arkedu.k12.ar.us

1. INITIAL AND STANDARD TEACHER LICENSURE

- **Two Routes to Licensure**

Non-Traditional Teacher Licensure Program.

Approved Arkansas college/university teacher education program.

- **Minimum Degree Requirements**

Bachelor's Degree

Master's Degree when required

- **Minimum Assessment Requirements**

Praxis I – PPST (or) Graduate Record Exam (GRE)

Praxis II – Specialty Area Tests for licensure area(s) sought

Praxis II – Principles of Learning and Teaching at level of licensure sought.

A one-year, non-renewable provisional license is available for Arkansas graduates who have cleared their background checks but have not yet passed their Praxis II.

- **Background Check Required**

Arkansas State Police

Federal Bureau of Investigation

- **Issuance of Initial Teaching License**

Professional Licensure will issue initial teaching license upon receiving recommendation for initial licensure and all supporting documents from the college/university Licensure Officer or the approved representative of the Non-traditional teacher licensure program. (Employment is not required for the issuance of the three-year initial license.)

- **Effective & Expiration Date of Initial Teaching License**

The effective date will be the issue date of the license. The license will expire three years from the issue date.

- **Adding Additional Areas of Licensure to the Initial License**

Additional areas can be added to the initial teaching license. Teachers wishing to add an additional area to their initial license should contact Professional Licensure for information on adding the additional area.

- **Arkansas History Requirement**

Those candidates for licensure in Early Childhood Education P-4, any integrated area of Middle Childhood 4-8 and Secondary Social Studies must have completed a three-hour college course in Arkansas History.

- **Induction Requirements**

All teachers employed under the three-year initial teaching license shall complete Induction to be eligible for the standard (five-year) teaching license. Completing Induction consists of the following:

- a. Teaching for one to three years in an Arkansas public school, agency or other organization that requires an Arkansas teaching license.
 - b. A teacher can be employed full time out of his/her licensure area during induction.
 - c. Teachers with concurrent initial licensure may teach within either of the licensure areas during Induction. However, if one of the concurrent areas of initial licensure is coaching, the teacher must work the majority of the day in the other (primary) licensure area.
 - d. The teacher must complete the mentoring component within one to three years.
 - e. The teacher must successfully complete the state required Praxis III Performance Assessment within one to three years.
 - f. Teachers holding the three-year initial teaching license may request the renewal of that license until they have an opportunity to work up to three years as teacher of record. The initial teaching license becomes null and void and/or cannot be renewed at such time as an individual has been employed for three years as teacher of record and has not completed Induction.
 - g. The performance assessment may be taken as early as six months from date of employment.
 - h. Teachers receiving a provisional or standard license through reciprocity do not have to take the Praxis III Performance Assessment. However, they must complete at least one year of mentoring if they have less than one year of teaching experience. Arrangements for this mentoring will be made through the Professional Quality Enhancement Unit.
 - i. Arrangements for taking the Praxis III Performance Assessment will be made through the Professional Quality Enhancement Unit at the Arkansas Department of Education.
- **Issuance of Standard Teaching License**
 - a. Professional Licensure will issue the standard teaching license upon receiving documentation from Professional Quality Enhancement that the mentoring component and the Praxis III Performance Assessment has been successfully completed.
 - b. The standard teaching license is a five-year renewable license.
 - c. The standard teaching license becomes effective January 1 of the year it is issued and will expire December 31 of the fifth year.
 - d. The beginning and expiration dates of a standard teaching license shall not change upon adding additional areas of licensure or advanced degrees.
 - **Probationary Route to Teacher Licensure**
 - a. Individuals completing licensure through the Probationary Route have until December 31, 2004 to complete all requirements for a standard teaching license.
 - b. Individuals must complete coursework and/or testing on an annual basis to be eligible for his/her one-year provisional teaching license.
 - c. Individuals must submit an application for the renewal of his/her provisional license on an annual basis.
 - d. Individuals may receive his/her standard teaching license upon completion of all required Praxis exams.

- **Speech Language Pathology and School Psychology Specialist**

Individuals completing requirements for licensure in these areas will receive a five-year standard teaching license, when this is his/her initial licensure area. They will not have to complete induction (mentoring and Praxis III Performance Assessment) for a standard license.

2. ONLINE ACCESS TO LICENSE INFORMATION

License information is accessible online. This allows for quick and easy access to essential information for employment purposes and license renewal.

At the web address www.ar4u.state.ar.us/aplslogon.html type “admin” for both login and password. Click on login, click on Arkansas Professional Licensure System, click on applicant search, click on continue, enter the social security number of the teacher you are searching for, click on search, click on the white circle under select, click on PL Limited View. To check on additional teachers, you must click on reset before entering the next social security number.

Note: If program cannot be accessed using admin/admin for login and password, use [agency/agency](#).

3. LICENSURE THROUGH RECIPROCITY

- Reciprocity is the process of recognizing an out-of-state or out-of-country teaching license for Arkansas licensure.
- An application packet for reciprocity can be secured through the Office of Professional Licensure upon request.
- Reciprocity can be granted on the basis of a valid or expired out-of-state or out-of-country teaching license. The one-year provisional license will not be available if applying for licensure with an expired license.
- Arkansas will waive required testing for Arkansas licensure when documented professional testing was required for the out-of-state license, or when a minimum of three years teaching experience is documented on school district letterhead.
- Required assessments for Arkansas licensure through reciprocity are the Praxis II Specialty Areas Test(s) for all licensure areas sought, and the Praxis II Principles of Learning and Teaching (at any level). Individuals should always check with Professional Licensure regarding the exact assessments required for their particular situation.
- Individuals holding a teaching license from a state or country with which Arkansas does not have a reciprocity agreement must apply for licensure through the ADE Non-Traditional Licensure Program (501.371.1580 or 501.682.4375).

- All out-of-country applicants must have transcripts evaluated by a private credential evaluation agency located in the United States. A listing of agencies is found in Appendix F.
- Arkansas currently recognizes teaching licenses from all U.S. States, Department of Defense Schools, Puerto Rico, American Samoa, Guam, New Zealand, Saipan, and Ontario and British Columbia, Canada.
- For the teaching areas of Early Childhood, Secondary Social Studies, or any Integrated Middle Childhood area, candidates must have completed a three-credit-hour course in Arkansas History.
 - A one-year, non-renewable provisional license will be available until this requirement has been met. The provisional license will be converted to a standard teaching license, once the Arkansas History course has been completed.
- A one-year, non-renewable provisional teaching license will also be available if the assessment or three-year experience requirement haven't been met, providing all other requirements are in place.
- A provisional teaching license will not be available through reciprocity for individuals with an expired license.
- Reciprocity licensees who hold a current out-of-state license will not be required to complete the Praxis III Performance Assessment.
- Individuals receiving an Arkansas license through reciprocity, with less than one year of teaching experience in a regionally accredited school must complete at least one year of mentoring. Contact the Professional Quality Enhancement Unit for mentoring arrangements at 501-642-4346.
- A currently licensed teacher, holding National Board Certification, may be granted an Arkansas teaching license without taking the required Praxis exams.

4. LICENSE RENEWAL

- The Office of Professional Licensure will automatically renew the teaching license of those teachers who are teaching in an Arkansas public school during the last effective year of their license and who have completed at least one background check.
- Teachers not employed, teaching out-of-state or employed in an educational setting other than a public school must:
 - a) Submit an application for licensure renewal to the Office of Professional Licensure.
 - b) Document the completion of at least one background check.
 - c) Document two years of teaching experience within the previous six years.
(or)
 - d) Document teaching the last year the license was effective
(or)
 - e) Document six hours of coursework in one of their licensure areas.
- As of January 1, 2002, all teaching licenses will be renewed for a period of five years.
- The effective date of a renewed teaching license will be January 1 of the year following the expiration date of the old license. The expiration date of a new license will be December 31 of the fifth year.
- It is recommended that the renewal process begin at least nine months prior to the expiration date.
- A renewal packet may be obtained through the Office of Professional Licensure, or from the superintendent's office in any Arkansas school district.
- Upon renewal, old licensure areas will be converted to the new licensure title and code numbers.
- Any teacher who has never completed a background check must do so to renew his or her teaching license.
- Only one background check is required unless a teacher changes school districts. A background check must be successfully completed when changing school districts. The teacher must pay for this background check. (Movement between schools in the same district does not require a second background check.)
- The state will pay for the background check at renewal if the teacher is currently employed in an Arkansas school district, other public education institution, Department of Education and Education Co-op.
- The state will not pay for background checks at renewal when the teacher is not employed, is teaching out-of-state or is teaching for a private educational facility.

- If eligible for the state to pay the background check fee, teachers completing background checks at renewal should submit the fingerprint card and renewal record check form with their application for renewal.
- Teachers paying for their own background check should send the fingerprint card and the renewal record check form to the Arkansas State Police headquarters in Little Rock.
- *Documenting appropriate staff development will be a requirement for renewal of an Arkansas teaching license under the new licensure system.*
- *Requirements for the renewal of a teaching license under the new performance based licensure system will be published when the policies have been developed and approved by the State Board of Education.*
- Questions regarding background checks should be directed to Ms. Clara Toney in the office of Professional Licensure.

5. ADDING ADDITIONAL AREAS OF LICENSURE - “ADD-ONS”

- “Add-ons” are areas of licensure and/or endorsement that a teacher may add to his/her standard teaching license.
- An endorsement is an area that cannot stand alone. Endorsements require holding a standard teaching license before adding an area, such as “Coaching” or “Counseling”.
- Procedures for adding additional areas of licensure or endorsement to a standard teaching license include the old Deficiency and Removal Plan (DRP) and the new Additional Licensure Plan (ALP). DRPs expire on 12/31/03. (Call the office of Professional Licensure for information on DRPs).

ADDING AREAS TO LICENSURE - GENERAL INFORMATION

- Teachers holding a general education area of licensure (English, Math, Elementary Education, etc.) may add an area of Special Education *at any Level (P-4 or 4-12)*, by completing the program of study and the required Praxis II Specialty Area Test.
- Teachers holding the Elementary 1-6 or K-6, Family and Consumer Science (with early childhood emphasis) or a Special Education K-12 area of licensure, may “test-out” of the new Early Childhood P-4 area by successfully completing the required Praxis II exam. Special Education K-12 areas and Family and Consumer Science must document that they have completed the three-hour course in Arkansas History.

- Teachers holding the licensure area(s) identified in the above paragraph, may be approved to teach at the Early Childhood P-4 level without holding licensure at that level if they can document one or more years of teaching experience at the Pre-K or K level.
- Teachers holding a K-12 area of licensure may “test-out” of any additional licensure areas. This does not include the exception areas defined above.
- Teachers holding the old Early Childhood Special Education area of licensure at the PK-K or PK-3 levels will be converted to the Early Childhood Instructional Specialist (ECH Special Education) at the P-4 level. They can add the regular Early Childhood (P-4) level by “testing-out”. Adding other areas and levels of licensure when the Early Childhood Special Education P-4 is the only area of license held, requires the completion of a program of study and the appropriate Praxis assessment for the area to be added.
- Teachers holding areas of licensure at different levels should use the attached matrix as a guide for adding additional areas by testing out.
- Teachers licensed in Special Education may add a Special Education area at an alternate level by completing the required program of study and Praxis assessment.
- Teachers holding the old Elementary 1-6 area of licensure may add regular Early Childhood P-4, and any P-8 or 4-8 area of licensure by “testing-out”.
- Teachers whose only licensure area is Speech Language Pathology or School Psychology Specialist, can add additional licensure areas by completing the program of study, the required specialty area assessment and the required Praxis II pedagogical assessment

6. THE ADDITIONAL LICENSURE PLAN (ALP)

- As of September 1, 2001, individuals with a valid, standard teaching license may add additional areas of licensure and/or endorsements by meeting the requirements of the Additional Licensure Plan (ALP).
- The ALP must be completed and filed with the local school district and the Office of Professional Licensure **only when an individual is teaching out of area.** This must be done within thirty (30) days of beginning the out-of-area assignment
- An ALP application may be secured through the ADE web site, the local school district, the Licensure Officer at a college/university or the Office of Professional Licensure.
- Individuals have **three years** from the beginning of the out-of-area assignment to complete all requirements for the new additional area and/or endorsement.

- There are two (2) ways to add additional areas of licensure and/or endorsements through the Additional Licensure Plan.

1. **“Test-Out”** – If the additional area/endorsement **is not one of the Exception Areas** (Special Education, Added Endorsements, Educational Leadership & Supervision, Non-Instructional Student Services and Professional and Technical) and **is at the level of licensure currently held and has a subject specific assessment**, the individual may add the additional area by successfully completing the required assessment.

Professional Licensure will add the new area of licensure once it has received a completed application for teacher licensure form with a copy of the Praxis score report reflecting a passing score.

2. **Program of Study and Required Assessment** – If the additional area of licensure/endorsement **is an exception area** or does not have a **subject specific assessment** or **is not at the level of current licensure**, the individual must complete a program of study (as defined by an Arkansas college or university) and the required Praxis assessment.

Professional Licensure will add the new area of licensure and/or endorsement once it has received a completed application for teacher licensure form that has been signed by the Licensure Officer of an Arkansas college or university indicating completion of the program of study. A copy of the Praxis score report reflecting a passing score, and an official transcript, should also accompany the application.

- Individuals adding the following areas: Elementary P-4, any middle school area or secondary social studies, to their license must complete a three-credit-hour course in Arkansas History. This course must be successfully completed before adding the additional area. Teachers holding the Elementary 1–6 or K–6 licensure areas may add the Elementary P–4 without meeting the Arkansas History requirement.

Teachers holding a middle school endorsement area may also add other middle school areas without meeting the Arkansas History requirement.

- Individuals needing a program of study for adding an additional area of licensure and/or endorsement must contact an Arkansas college or university to determine the requirements for adding the area. The first point of contact should be the Licensure Officer with the Education Department of the college or university.
- Individuals completing a program of study through an Arkansas college or university should always approve in advance, any coursework they may wish to take through another institution whether in-state or out-of-state.

- Coursework or degrees completed out-of-state must be approved by an Arkansas college or university for use as part of an approved program of study for adding additional licensure areas/endorsements.

ADDING AREAS AND LEVELS OF LICENSURE

Teachers with the area(s) of licensure at the levels listed under **Teaching Areas Only** may “test-out” of other areas of licensure at the levels marked with the (X).

Teaching Areas Only	P-4	P-8	P-12	4-8	7-12	PS
P-4 EARLY CHILDHOOD						
P-8		X		X		
P-12						
P-4 EARLY CHILDHOOD SPECIAL ED	X					
ELEMENTARY K-6	X	X		X		
K-12	X	X		X	X	
ELEMENTARY 1-6	X	X		X		
4-8				X		
4-12				X	X	
5-8 MIDDLE SCHOOL ENDORSEMENT				X		
7-12					X	
PS						

Individuals wishing to add areas and levels of licensure, which cannot be added by “testing-out”, must complete an approved program of study through an Arkansas college or university and the required Praxis II assessment.

Special Education, Added Endorsements, Educational Leadership and Non-Instructional Student Services, as listed in the areas and levels of licensure, can be added only by completing the program of study and the required Praxis II specialty area test.

Individuals holding a teaching license in Adult Education, School Psychology Specialist, Speech Pathology only, can add general education area(s) of licensure by completing a program of study and the required Praxis II specialty area test and any level of Praxis II - Principles of Learning and Teaching.

APPENDICES

APPENDIX A: Definitions

- A. **Administrator Induction** is the mentoring, support and focused feedback for professional growth and development provided during tenure as a beginning administrator. The time of induction, a minimum of one (1) year, concludes with the successful completion of the state-mandated licensure assessment.
- B. **Administrator Licensure Completion Program (ALCP)** is a plan filed with the Office of Professional Licensure, which is designed to assist an individual who has been offered employment in an administrative position prior to completion of state Administrator Licensure requirements. An ALCP may be requested for any area of Administrator Licensure.
- C. **Administrator Mentor** is a licensed administrator with at least three years of relevant administrative experience, who is trained in the state-adopted mentoring model. **Administrator Mentoring** is support and focused feedback for professional growth and development with regard to skills, management and behavior provided to a beginning administrator by an experienced trained administrator mentor.
- D. **Beginning Administrator** is an individual with less than one year administrator experience who holds an Initial Building Level or Curriculum/Program Administrator License, an ALCP, and/or a Standard Administrator License.
- E. **Initial Administrator License** is a license available to beginning administrators who have successfully completed an approved administrator preparation program. This license is valid for no less than one (1) year and no more than three (3) years, during which time the administrator participates in Administrator Induction.
- F. **Initial Teacher License** is a license available to new teachers who have completed either a University-based Traditional teacher preparation program, or the ADE Non-Traditional teacher preparation program. This license is valid for no less than one (1) year and no more than three (3) years, during which time the teacher participates in Teacher Induction.
- G. **Non-Traditional Licensure Program** refers to the teacher training program administered by the ADE whose participants hold a minimum of a baccalaureate degree in a content field and are employed to teach in an Arkansas school while holding a provisional NTL license, and participate in training for the life of the license.
- H. **Novice Teacher** is a teacher holding an Initial License, or NTL provisional license, or a Standard License issued through reciprocity, with less than one year of classroom teaching experience in a regionally accredited school.
- I. **Praxis III Performance Assessment** is the evaluation of classroom performance of a novice teacher by a trained assessor that utilizes a framework of essential teaching skills in which the novice teacher must demonstrate competency in an authentic classroom setting. Passing Praxis III allows for conversion of an Initial to a Standard License.
- J. **Program of Study** is a state-approved administrator preparation curriculum (inclusive of a portfolio and internship) offered at an Arkansas college or university, which is based on the *Standards for Licensure of Beginning Administrators*. The program requires a candidate to demonstrate and document competency in the specific knowledge, skills, and dispositions required of a Building Level or Curriculum/Program Administrator.

- K. **Provisional NTL Teaching License** is a two-year, non-renewable teaching license issued to Non-Traditional Licensure candidates who have met all requirements for acceptance into the program; are employed as the teacher of record in an Arkansas school, agency or organization requiring an Arkansas teaching license; and who have cleared the required background checks.
- L. **Reciprocity** refers to issuing an Arkansas license to an individual who has a valid license issued from another state or country. A one-year non-renewable provisional teaching license may be issued to reciprocity license applicants who have met all but the assessment requirements for a standard Arkansas license.
- M. **Standard Administrator License** is a five-year renewable administrator license issued to candidates who have successfully completed all state-mandated licensure requirements for Building Level, Curriculum/Program or District Level Administrator, or those applicants who have completed all requirements for standard licensure through reciprocity.
- N. **Standard Teaching License** is a five-year renewable teaching license issued to candidates who have successfully completed all state-mandated licensure requirements, or those applicants who have completed all requirements for standard licensure through reciprocity.
- O. **State-Mandated Licensure Assessment** refers to tests used for the evaluation of those who are pursuing standard licensure. Successful completion of the state-mandated licensure assessment is defined as meeting the state-adopted cut score for the appropriate licensure assessment.
- P. **State-Mandated Performance Assessment** refers to the test used for the evaluation of Novice Teachers (currently Praxis III) that allows for conversion of an Initial License to a Standard License.
- Q. **Teacher Induction** is the period of time beginning with a teacher's first employment as the teacher of record in an Arkansas public school, cooperative, or agency that requires an Arkansas teaching license. The novice teacher, operating under an Initial License, is provided (Pathwise) mentoring support and accelerated professional development during the Initial license period. It concludes with successful completion of the state-mandated performance assessment.
- R. **Teacher Mentor** is defined as a licensed master teacher with a minimum of three years successful teaching experience who is trained in the state-adopted mentoring model. Mentors are assigned in their districts to assist a novice teacher by providing focused feedback with regard to instructional skills, classroom management, and professional behaviors.
- S. **Teacher Mentoring** is the act of a (Pathwise) certified mentor providing support and focused feedback to a novice teacher (through the state-adopted mentoring model) with the goal of enhanced instructional skills, competency, and professional development.
- T. **Teacher of Record** is any licensed teacher under school district contract who is assigned to a classroom and hired to teach a specific grade level or subject(s).

APPENDIX B: Levels and Areas of Licensure

LEVELS AND AREAS OF LICENSURE – Effective January 1, 2002						
Early Childhood – Preschool-4th grade Preschool/Early Adolescence – Grades Preschool-8th grade Preschool/Young Adulthood – Grades Preschool–12 th grade Middle Childhood/Early Adolescence – Grades 4-8 Adolescence/Young Adulthood – Grades 7-12 Post-secondary – Above Grade 12						
	EC P-4	PEA P-8	PYA P-12	MCE A 4-8	AYA 7-12	PS
Early Childhood	X					
Integrated Curriculum Humanities, With emphases in: English Language Arts/Social Studies Foreign Language (Specific Language English Language Arts Social Studies		X		X	X X X	
Integrated Sciences Curriculum, With emphases in: Science/Mathematics Physical/Earth Science Life/Earth Science Mathematics				X	X X X	
Integrated Visual & Performing Arts, With emphases in: Art Vocal Music Instrumental Music Drama/Speech		X X X X			X X X X	
Integrated Vocational Education, With an emphases in: Industrial Technology Education Family and Consumer Sciences Agriculture Sciences and Technology Market Technology Business Technology				X X X X X	X X X X X	X X X X X
Integrated Physical Education & Health Physical Education, Wellness, Leisure		X			X	

LEVELS AND AREAS OF LICENSURE – Effective January 1, 2002

Early Childhood – Preschool-4th grade
 Preschool/Early Adolescence – Grades Preschool-8th grade
 Preschool/Young Adulthood – Grades Preschool-12th grade
 Middle Childhood/Early Adolescence – Grades 4-8
 Adolescence/Young Adulthood – Grades 7-12
 Post-secondary – Above Grade 12

	EC P-4	PEA P-8	PYA P-12	MCE A 4-8	AYA 7-12	PS
Adult Education						X
Special Education (concurrent or added endorsement): Instructional Specialist (Grades 4-12) Early Childhood Instructional Specialist (Birth thru 8 years) Visual Specialist Hearing Specialist	X X X			<u>4-12</u> X X X		
Added Endorsements, Teaching License Required Library Media Science Reading Guidance and Counseling Gifted and Talented English as a second Language Educational Examiner Coaching Journalism		X X X X X X			X X X X X X X X	
Educational Leadership & Supervision, Teaching License Required District Administrator Building Administrator Program/Curriculum Administrator		X X	X		X X	
Non-Instructional Student Services, School Psychology Specialist Speech Language Pathologist			X X			
Professional & Technical Specific Areas					X	X

APPENDIX C: Vocational Permits

<u>567-612 Vocational Permits</u>	
567 Automotive Collision Repair	590 Piano Tuning
568 Automotive Service Technology	591 Radio & TV Broadcasting
569 Aviation Mechanics	592 Robotics
570 Construction Technology	593 Small Engine
571 Advertising Design	594 Surveying
572 Microcomputer Systems Tech	595 Television Broadcasting
573 Cosmetology	596 Textiles
574 Diesel Mechanics	597 Welding
575 Drafting & Design	598 Food Production Mgmt & Service
576 Dry-cleaning/Laundry	599 Exploratory T & I
577 Electronics	600 Cashier/Checker Instruction
578 Heating Vent A/C	601 Truck Driving
579 Exploring Ind Tech Ed	602 Commercial Photography
580 Culinary Arts and Chef prep	603 Criminal Justice
581 Furniture/Cabinet Making	604 Horticulture
582 Graphic Communication	605 Forestry
583 Industrial Control Technology	606 Engineering Profession
584 Industrial Cooperative Training	607 Geographic Info Systems
585 Industrial Equip Maintenance	608 Marine Mechanics
586 Instrumentation	609 Pulp & Paper Science
587 Machine Tool Technology	610 Child Care
588 Major Appliance Repair	611 Medical Professions
589 Meat Processing	612 Junior ROTC

APPENDIX D: Professional and Technical Permits

PROFESSIONAL AND TECHNICAL PERMIT AREAS

Experienced professionals with appropriate State or National certification (where available) from their respective professions may receive a Professional and Technical Initial Permit after completion of the following:

Application for Teacher Licensure (Professional Permit Area)
All appropriate background checks
Praxis I
(The above are to be submitted to the Arkansas Department of Education)

And
Summary of Applicants work history in Resume form
(Submitted to the Deputy Director for Career and Technical Education with a copy of the application submitted to ADE)

Initial Permits will be valid for not less than one year but not more than two years. Initial Permit holders must complete the following within two years:

Verification of High School diploma or General Education Equivalency
Professional Assessment (identified by the Department of Workforce Education)
Identified Course Requirements or Training

Upon completion of all above requirements the Professional will be issued a standard Professional and Technical Permit. Renewal is based upon a five-year-cycle, during which all educators are required to accrue 30 professional development hours per year.

Permit Areas

567	Automotive Collision Repair	580	Culinary Arts and Chef preparation
568	Automotive Service Technology	581	Furniture/Cabinet Making
569	Aviation Mechanics	582	Graphic Communication
570	Construction Technology	583	Industrial Control Technology
571	Advertising Design	584	Industrial Cooperative Training
572	Microcomputer Systems Technology	585	Industrial Equipment Maintenance
573	Cosmetology	586	Instrumentation
574	Diesel Mechanics	587	Machine Tool Technology
575	Drafting and Design	588	Major Appliance Repair
576	Dry-cleaning Landry	589	Meat Processing
577	Electronics	590	Piano Tuning
578	Heating Vent A/C	591	Radio and Television Broadcasting
579	Exploring Industrial Technology Education		

592	Robotics	603	Criminal Justice
593	Small Engine Repair	604	Horticulture
594	Surveying	605	Forestry
595	Television Broadcasting	606	Engineering Professions
596	Textiles	607	Geographic Information Systems
597	Welding	608	Marine Mechanics
598	Food Production Management and Services	609	Pulp and Paper Science
599	Exploratory Trades and Industry	610	Child Care
600	Cashier/Checker Instruction	611	Medical Professions
601	Truck Driving	612	Junior ROTC
602	Commercial Photography		

Questions regarding licensure in any of the Professional/Technical Permit areas should be directed to Mr. Dick Burchett at 501-682-1271

APPENDIX E: Career and Technical Endorsements (A.Y.A.)

ADDED CAREER AND TECHNICAL ENDORSEMENTS FOR LEVEL A.Y.A. (ADOLESCENTS AND YOUNG ADULTS)

Instructors who desire to teach identified courses, which require specific training not offered through Career and Technical approved programs of study may receive added endorsement to an existing teaching license by completing the requirements identified for the following course specific-areas. Specific requirements for each course are found in the related section of the Program Policies and Procedures for Secondary Career and Technical programs.

Applications for these endorsements should be made to the Deputy Director for Career and Technical Education, Arkansas Department of Workforce Education. Following documentation of the completion of individual requirements, a recommendation will be made to the Department of Education Teacher Licensure section to add related endorsements.

Licensure Code #

- (410) CAREER ACADEMY ENDORSEMENT (JOB CODE 9006)
 - Keystone
 - Capstone
- (411) CAREER ORIENTATION ENDORSEMENT (JOB CODE 9051)
 - Career Orientation (Adolescents and Young Adults 7-12 or (M.C.E. A4-8)
- (412) CAREER PREPARATION (JOB CODE 9042)
 - Workforce Education Internship
 - Workplace Readiness
 - Workforce Technology
 - General Cooperative Education
- (413) CAREER SERVICES FOR SPECIAL POPULATIONS (JOB CODE 9040)
 - Coordinated Career Education
 - Coordinated Compensatory Vocational Education
 - Jobs For Arkansas' Graduates
 - PROVE (Providing Real Opportunities for Vocational Education)
- (414) INTEGRATED ACADEMICS ENDORSEMENT (JOB CODE 6541)
 - Principles of Technology
- (415) CAREER AND TECHNICAL ADMINISTRATOR (JOB CODE 1020)
- (416) CAREER AND TECHNICAL SUPERVISOR (JOB CODE 9001)
- (417) DRIVER EDUCATION

Questions regarding licensure in any of the Career and Technical endorsement areas should be directed to Mr. John Davidson at 501-682-1040.

APPENDIX F: Private Credential Evaluation Agencies

PRIVATE CREDENTIAL EVALUATION AGENCIES

Academic Credentials Evaluation Institute, Inc.
P.O. Box 6908
280 Beverly Drive, Suite 312
Beverly Hills, CA 90212
Phone: (310) 275-3530 Fax: (310) 275-3528
E-mail: www.aceil.com

American Association of Collegiate Registrars & Admissions Officers
Office of International Education Services
One Dupont Circle, NW
Suite 520
Washington, DC 20036-1135
Phone: (202) 293-9161
E-mail: <http://www.aacrao.org>

American Education Research Corporation
P.O. Box 996
West Covina, CA 91793-9993
(626) 339-4404 Fax: (626) 339-9081
E-mail: www.aerc-eval.com

Association of International Credential Evaluators, Inc
P.O. Box 6756
Beverly Hills, CA 90212
Phone: (310) 550-3305 Fax: (888) 263-AICE
E-mail: www.aice-eval.org

Center for Applied Research, Evaluation and Education, Inc.
P. O. Box 20348
Long Beach, CA 90801
(Specialize in Southeast Asian credentials)

Center for Educational Documentation
P. O. Box 326
Boston, MA 02130
Phone: (617) 522-4738

Educational Credential Evaluators, Inc.
P. O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400

Foundation for International Services, Inc.
21540 – 30th Drive SE, Suite 320
Bothell, Washington 98021-7008 USA
Phone: (425) 487-2245 Fax: (425) 487-1989
E-mail: www.fis-web.com

Globe Language Services, Inc.
(Evaluation Service & Translation)
319 Broadway
New York, NY 10007
Phone: (212) 227-1994 Fax: (212) 693-1489
E-mail: www.globelanguage.com

International Evaluation Services
P.O. Box 505
Marlboro, NJ 07746-0505
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Josef Silny and Associates
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Lisano International: Foreign Educational Credential Evaluation
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World Educational Credentials Evaluators
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E-mail: www.erols.com/wecewellington

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